



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

December 22, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-42

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Update on OSUP Y2K Contingency Plans

In September 1999, this office provided UPS agencies with details of OSUP's contingency plans for Y2K that affect user agencies. Provided in this memorandum are some reminders and additional information to help your agency be better prepared for Y2K.

New Information: On Sunday, January 2, 2000, OSUP will be testing the on-line master record and time entry systems. If the system is available at that time, any entries made by agencies could be lost or altered. For this reason **agencies must not make any entries in either system until after 7:00 a.m., Monday, January 3, 2000.**

New Information: The broadcast message screen will be used to advise agencies of any pertinent information about UPS/OSUP processing. Please read these messages carefully each day.

New Information: If at anytime during the month of January 2000, electrical power, the mainframe system, or pc applications are not available in the Capitol Annex, OSUP will perform any and all business functions at the alternate site of the DOA Information Services Building (ISB), which houses the mainframe system and network for pc applications and will have back-up power. **OSUP phone numbers at ISB are (225) 219-0522 (with voice mail) and 219-0523. The fax phone number is (225) 219-0524.** Agencies should use these numbers only if they are unable to contact anyone or successfully submit a fax at the normal OSUP telephone numbers.

Reminder: In case OSUP is unable to process payroll as usual on January 10, 2000, OSUP is going to produce a DEFAULT PAYROLL in December 1999, that will be dated January 14, 2000. This DEFAULT PAYROLL will produce checks, no EFT's, for the majority of the employees paid through UPS (not hourly employees). If the DEFAULT

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PAYROLL must be used, these checks will be sent to agencies the week of January 10, 2000 for distribution to employees.

- **Have you made plans to distribute these checks?**
- **Have you made plans for how to pay hourly employees?**

New Information: If the DEFAULT PAYROLL must be used, OSUP will begin contacting each agency Tuesday morning, January 11, 2000. The most current UPR/F1 Agency Authorized Signature Document Form on file in our office will be used for contacting each agency. If you would like to identify a specific person for this office to notify, please contact Mrs. Kathy Bates at (225) 342-0713 by January 7, 2000.

Reminder: If OSUP is able to process payroll as usual on Monday, January 10, 2000, but some agencies are unable to connect or have intermittent access to the mainframe system for master record and time entry updates, agencies with a large number of Variable/Salary employees may elect to have OSUP process a DISASTER PAYROLL for their agencies (control numbers).

- **Have you made plans for more than one alternate site for entry of data into the system?**
- **You must contact the UPS Help Desk at (225) 342-8928 by 2:30 p.m., Monday, January 10, 2000, if it will be necessary to process a DISASTER PAYROLL for your agency (control number).**

Reminder: Void and Supplemental check processing for payroll correction will be provided for agencies; however, the normal processing schedules may be significantly altered in the event of power and system outages.

Reminder: Normal processing schedules for payment and reporting to vendors of payroll liabilities may be altered if there are power and system outages.

Reminder: Please refer to OSUP Memorandum #2000-08, dated September 16, 1999, for details of the OSUP Y2K Contingency Plan. Also, refer to OSUP Memorandum #2000-30, dated December 1, 1999, for details on the December Processing Schedule which contains some changes to normal processing due to Y2K contingency planning.

If you have any questions on this information, please contact Jena Cary at (225) 342-0718 or the UPS Help Desk at (225) 342-8928.

RSM:JWC/kmb